DEPARTMENT OF HUMAN SERVICES
SENIORS & PEOPLE WITH DISABILITIES
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AUTHORIZED BY: _____	**INFORMATION MEMORANDUM**
Administrator	SPD-IM-02-051
	Date: September 19, 2002

TO: Area Agency on Aging Directors   CHS SDA Managers
CHS/AAA Field Managers and Staff   CHS SDA Assistant Managers
SPD Managers and Staff   CHS Central Office Managers

SUBJECT: *New Web Version of the Food Stamp Calculation (FSCALC)*

INFORMATION: We are pleased to announce that a new web based version of the Food Stamp Calculation (FSCALC) is now available. The new web version provides enhanced calculations and functionality not available in the current version of the FSCALC program.

The new FSCALC includes:

- Easier to read screens and clearer data entry requirements.
- Links to the Family Services Manual and the SPD Program Manual.
- A special FSCALC version of the FS Benefits Calculation (AFS 221) form.
- A new "How We Figured Your Food Stamp Benefits" (DHS 221A) form that explains the FS Benefits Calculation, printable in English and Spanish from the web site.

The old FSCALC won't be updated:

The new web version replaces the FS portion of the FSCALC program now installed on most workers' computers. Effective with the October 1st FS changes, only the new FSCALC will be updated. Prior to October 1st, access to the FS portion of the old FSCALC will be removed. The FS "button" will be grayed out and you will be referred to the web version.

No changes to the "ADC" CALC:

The new web version of FSCALC does not include the "ADC" Calculation. We hope to have a web version of the TANF calculation available in the future.   Until then, the ADC Calculation will remain and will be accessed as it is currently.

Instructions/Questions:

A document describing how to access and use the new FSCALC is attached. Also attached is an Internet browser overview document. If you have questions about the new FSCALC not covered by the attachments, please call the DHS Help Desk at 503 945-5623.

CONTACT: DHS Help Desk   **PHONE: 503-945-5623**
E-MAIL: **FAX:**

How to Use An Internet Browser

To open: Logon to your office network.
                Double-click on a browser icon such as:
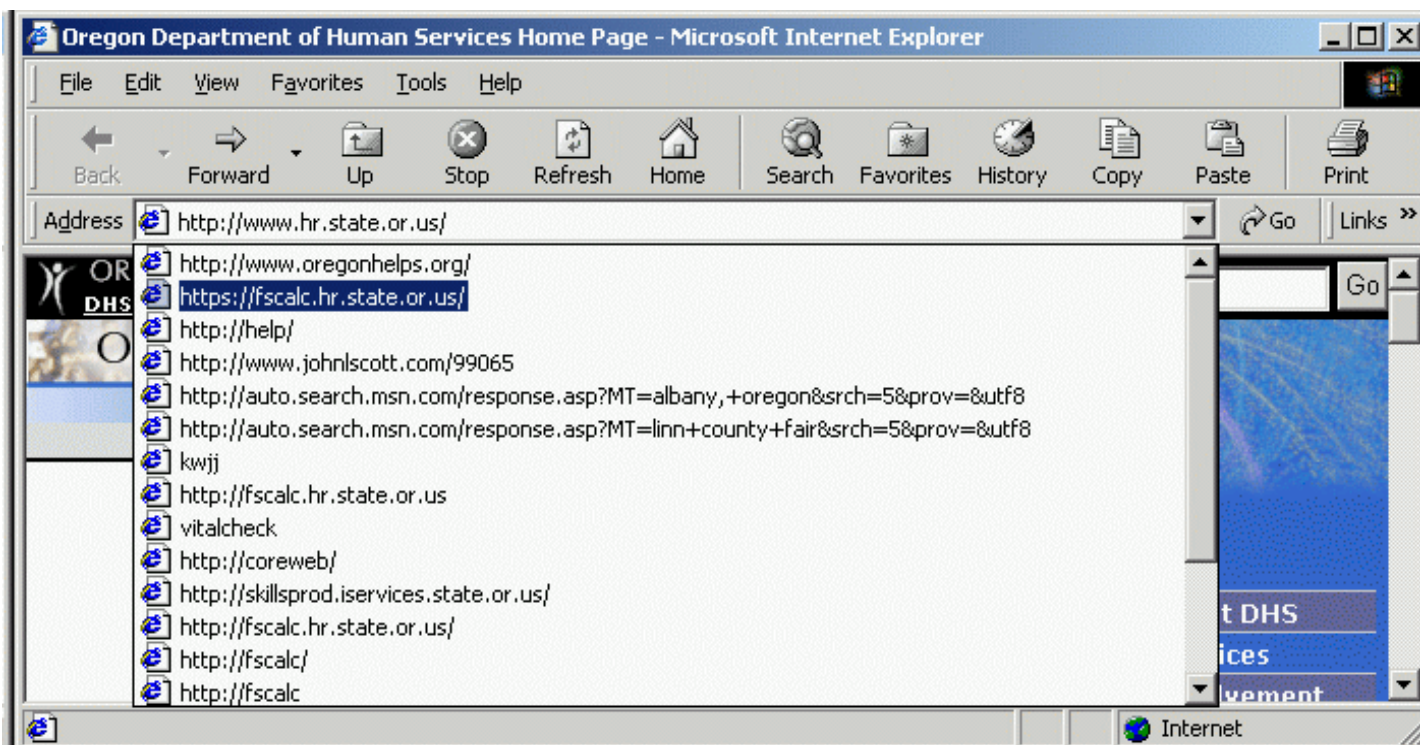
Launch Internet Explorer Browser.lnk

To navigate: Highlight the Address or Location box.
                Type the web page you want (selections that match will be displayed).
                Press <Enter> or click on "Go".

If you have gone to the page previously, click the down arrow on the right and choose the site.

How to Use An Internet Browser

To save web page addresses:
> In IE, click "Favorites", "Add to Favorites", choose a folder, click "OK".
> In Netscape use "Bookmarks".
> Later you can click on "Favorites" and click on an address you want to open it.

To change the size of the font on the web page:
> Click on "View", "Text size", then the size wanted (default size is medium).
> Changing font size may alter the number of sheets of paper needed to print the page.

To preview a web page before printing:
> Click "File", "Print Preview".
> Adjusting the font size and margins may change the look of the page and number of pages.

To adjust margins:
> Click "File", "Page Setup".
> Change margin settings.

To print a page:
> Click "File", "Print" or click the printer icon.
> The web page will print on the default printer set up on your PC.

To save a page (for printing later or attaching to an e-mail):
> Click "File", "Save As".
> Select or create a folder you can find later.
> Type in a meaningful file name.
> "Save as type" is set as "Web Page". DO NOT CHANGE!
> Click "Save".

To find a saved web page:
> Open a "Windows Explorer".
> Navigate through folders as you would to find any other file on your PC.
> You may also use "Start", "Search", "Find Files or Folders", enter name.

To open a saved web page:
> Double-click on the file.

To attach a saved web page to e-mail:
> Click "Attach" on the e-mail.
> Select the "html" file for attachment as you would any other file.

To navigate a web page:
> The tab key will set the cursor to each input field and available web page links down the page.
> Holding shift and pressing the tab key will reverse to the previous input field.
> Left mouse click in an input field will set the cursor for entering data to that field.
> The up and down arrow keys will scroll through drop-down selections.
> The right scroll bar will scroll towards the top or bottom of the page.
> The up and down arrow keys will scroll through a web page.
> A little hand appears when the cursor is over a link to another web page.
> Left mouse click to go to the identified web page.

Food Stamp Calculation

To Use FSCALC

Open an internet browser such as Internet Explorer (preferred) or Netscape.
For instructions on using an internet browser, please read the attached pages:
> **How to Use An Internet Browser**

In the address box, type **https://fscalc.hr.state.or.us/**
Press <Enter>   or left mouse click on "GO"

**If you encounter problems opening FSCALC,
please call the Help Desk at 503-945-5623.
Tell them you have a problem getting to the web-enabled
FSCALC application.**

The Help Desk staff is trained to assist with Internet problems and several of them
have special knowledge of the web-enabled FSCALC application.

Case Information: (Optional)   Note: Auto-tabs between Branch, Case Number and Worker ID
    Enter data into Branch**,** Case Number, Worker ID, Case Name.
Certified Prior to 3/1/2001:
    If appropriate, left mouse click or press <space-bar> to check "Yes".
Date:
    Date is automatically set to the first day of the current month and year.
    To select alternate dates, click the down arrow next to the field, select the value in the drop-downs.
Links:
    Manuals (Policy & instruction):
        Click on Family Services for the Family Services Manuals website..
        Click on SPD Program for the Eligibilty website.
    Client Explanation will open a page that explains the AFS 221 form:
        Click on the languages desired.
        Print the page and give it to the client along with the AFS 221 form.

Benefits: (Used for calculation of overpayments)
    Enter Net Allotment and Overpayment Recovery amounts. Benefit Amount will be calculated for you.

Food Stamp Calculation

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DHS - Food Stamp Calculation Data Sheet - Microsoft Internet Explorer        _ □ ×
  File   Edit   View   Favorites   Tools   Help

   ←    ·   →    ·    ⬆       ⊗       ⬙       ⌂       ⊜       ⬚       ⬙       ⬚       ⬚       ⬗
  Back       Forward       Up      Stop    Refresh   Home    Search  Favorites  History   Copy    Paste      Print

 Address  🔗 https://fscalc.hr.state.or.us/                                    ▼   ⮫Go   ∥ Links  »
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Household Information

Categorically eligible: ☐ Yes
Number in Household: [____]
Number Aged/Disabled: [____]

Income Information

Reported Earned Income: [____]
Unreported Earned Income: [____]
Reported Unearned Income: [____]
Unreported Unearned Income: [____]
Reported Gross Self-Employment Income -
Without costs (SEN): [____]
With costs (SEC): [____]
Unreported Gross Self-Employment Income -
Without costs (SEN): [____]
With costs (SEC): [____]

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Household Information:
>   If appropriate, left mouse click or press <space-bar> to check yes for Categorically eligible.
>   Number in Household defaults 1, if left blank and tab to next field.
>   Number of Aged/Disabled defaults to 0, if left blank and tab to next field.

Income Information:
>   Income data may be entered as whole numbers (1600) without commas, decimals, or $.
>   All dollar amounts default to 0.00, if left blank and tab to next field.
>   Dollar amounts that include cents(1600.25) will be rounded according to policy.
>   Unreported incomes are for Overpayments only.

Scroll down to Expenses using the right scroll bar or the down arrow on the keyboard.
Or, tab down through the input fields.

Expenses::

     If appropriate, left mouse click or press <space-bar> to check "Yes" for a desired Utility Standard.

        When checked, the selected standard will be used instead of the actual amount.

        Note: starting Oct 1, 2002, only 0.00 is allowed in the actual ????????

     Expense data may be entered as whole numbers (1600) without commas, decimals, or $.

     All dollar amounts default to 0.00, if left blank and tab to next field.

     Dollar amounts that include cents(1600.25) will be rounded according to policy.

     Total Medical Expenses will calculate automatically.

Adjustments: (Used for overpayments only)

     Adjustment data may be entered as whole numbers(1600) without commas, decimals, or $.

     Dollar amounts that include cents(1600.25) will be rounded down to a whole dollar.

To Calculate Benefits:

     Left mouse click on "Enter" or tab to "Enter" and press <Enter> on the keyboard.

To Start Over at the top of the page:

     Left mouse click on "Clear Form" or tab to "Clear Form" and press <Enter> on the keyboard

     Or scroll to the top of page and click in an input field to enter a new amount or print another language.

Food Stamp Calculation

Form AFS 221

https://fscalc.hr.state.or.us/webapp/fscalc/Form – Microsoft Internet Explorer

File   Edit   View   Favorites   Tools   Help

Back   Forward   Up   Stop   Refresh   Home   Search   Favorites   History   Copy   Paste   Print

Address   https://fscalc.hr.state.or.us/webapp/fscalc/Form   Go   Links »

Client name: John Smith
Benefit Month: Aug 2002
Benefit Group Size: 1
Branch: 1205

Case Number: 465-72-5676
Prorate from: Aug 1, 2002
Categorically Eligible: No

Benefit Summary

Income Limits

Countable Income (from line 7)	0.00
Countable Income Limit (from line 8)	931.00
Adjusted Income (from line 25)	0.00
Adjusted Income Limit (from line 26)	716.00

Benefit Amount

Maximum Benefit Amount	135.00
Multiply Adjusted Income by 30% (Round up)	0.00
Benefit Amount (Subtract the 30% from the Maximum Benefit Amount)	135.00
Prorated benefit amount for partial month	0.00
Amount of FS received	0.00
Overpayment Recovery Amount	0.00
Underissuance amount	135.00
Overissuance amount	0.00
Adjustment for Prior Overpayment	0.00
EBT Aged Off benefits	0.00
Net Overissuance	0.00

Done   Internet

Benefit Summary:
> Shows the countable and adjusted income tests for income limits.
> Shows benefit amount and any adjustment to the benefit amount.
> The Family Services Manual and SPD Progam Manuals provide detailed explanations**.**

Scroll down to the Benefit Worksheet using the right scroll bar or the down arrow on the keyboard.

Food Stamp Calculation

Form AFS 221

Benefit Worksheet

Income

1. Earned Income (Round)	0.00
2. Self-Employment Income	
a. Total when there are no costs(SEN)	0.00
b. 50% when there are costs (SEC)	0.00
3. Total Earnings (Add lines 1, 2a and 2b) (Round)	0.00
4. Unreported Earned Income	0.00
a. Unreported Self-Employ when there are no costs(SEN)	0.00
b. Unreported Self-Employ 50% when there are costs (SEC)	0.00
5. Unearned Income	0.00
6. Unreported Unearned Income	0.00
7. Countable Income (Add lines 3, 4, 4a, 4b, 5 and 6)	0.00
8. Countable Income Limit	931.00

Income:

> This is a line by line detail showing the calculation of the countable income.
> The Family Services Manual and SPD Program Manuals provide detailed explanations.

Scroll down to Deductions using the right scroll bar or the down arrow on the keyboard.

Form AFS 221

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https://fscalc.hr.state.or.us/webapp/fscalc/Form - Microsoft Internet Explorer    _ □ ×
  File   Edit   View   Favorites   Tools   Help

   ←        →        ⬆       ⊗        ↻        ⌂        🔍       *         ◉        ▤        ▤        🖨
  Back    Forward    Up      Stop    Refresh   Home    Search  Favorites  History   Copy     Paste    Print

 Address   https://fscalc.hr.state.or.us/webapp/fscalc/Form                      ▼   Go   Links »
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Deductions

9. Earnings Deduction (Multiply line 3 by 20%) (Round)		0.00
10. Subtract line 9 from line 7		0.00
11. Standard Deduction		134.00
12. Subtract line 11 from line 10		0.00
13. Medical Costs over $35 (Round)		0.00
14. Subtract line 13 from line 12		0.00
15. Dependent care costs up to limit (Round)		0.00
16. Court Ordered Support Payment		0.00
17. Subtract line 15 and 16 from line 14		0.00
18. Rent or Mortgage	0.00	
19. Utilities (SUA or actual)	0.00	
20. Total Shelter (add line 18 and 19)(Round)	0.00	
21. Multiply line 17 by 50%	0.00	
22. Subtract line 21 from 20	0.00	
23. Maximum shelter limit	354.00	
24. Amount of shelter offset allowed		0.00
25. Adjusted income (Subtract line 24 from 17)		0.00
26. Adjusted income limit		716.00

Worker ID:pk   **AFS 221**

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Deductions:
> This is a line by line detail showing the calculation of the adjusted income.
> The Family Services Manual and SPD Program Manuals provide detailed explanations.

I need to save a copy of the AFS 221 form:
> Click on File, Save As, and save it to your C:\ drive as an ".html" file.

I need a paper copy:
> Click on Print or File, Print, and print one or more copies to your assigned printer.

I need to send this by email:
> First save the form and then attach the file to an email just as you would any other document.

I want to calculate a different date, income, expense, and/or household number for the same client:
> Click to the input page, make changes, submit, and compare.
> The AFS 221 forms will stay open until you close them.

Food Stamp Calculation

I want to copy the AFS 221 form into another document or narrative:

Highlight the text wanted by holding the right mouse button down and moving down the page.

When you have all the text highlighted, release the mouse button.

Your page should look similar to the image below.

Now click on Edit, then Copy.

Open the document or narrative. Click in the document.

Click on Edit, then Paste.

The results should look similar to one of the next two pages

Food Stamp Calculation

Notepad example:

Client name: anyone Case Number: 325-45-4353
Benefit Month: Sep 2002 Prorate from: Sep 1, 2002
Benefit Group Size: 5 Categorically Eligible: No
Branch: 1234

Income Limits Countable Income (from line 7) 1,357.00
 Countable Income Limit (from line 8) 2,240.00
 Adjusted Income (from line 25) 292.00
 Adjusted Income Limit (from line 26) 1,723.00

Benefit Amount Maximum Benefit Amount 537.00
 Multiply Adjusted Income by 30% (Round up) 88.00
 Benefit Amount (Subtract the 30% from the Maximum Benefit Amount) 449.00
 Prorated benefit amount for partial month 0.00
 Amount of FS received 0.00
 Overpayment Recovery Amount 0.00
 Underissuance amount 449.00
 Overissuance amount 0.00
 Adjustment for Prior Overpayment 0.00
 EBT Aged Off benefits 0.00
 Net Overissuance 0.00

Food Stamp Calculation

WordPerfect example:

Client name: anyone   **Case Number: 325-45-4353**

Benefit Month: Sep 2002   **Prorate from: Sep 1, 2002**

Benefit Group Size: 5   **Categorically Eligible: No**

Branch: 1234

Benefit Summary

Income Limits

Countable Income (from line 7)	1,357.00
Countable Income Limit (from line 8)	2,240.00
Adjusted Income (from line 25)	292.00
Adjusted Income Limit (from line 26)	1,723.00

Benefit Amount

Maximum Benefit Amount	537.00
Multiply Adjusted Income by 30% (Round up)	88.00
Benefit Amount (Subtract the 30% from the Maximum Benefit Amount)	449.00
Prorated benefit amount for partial month	0.00
Amount of FS received	0.00
Overpayment Recovery Amount	0.00
Underissuance amount	449.00
Overissuance amount	0.00
Adjustment for Prior Overpayment	0.00
EBT Aged Off benefits	0.00
Net Overissuance	0.00